

*Kir*

15 November 1980

MEMORANDUM FOR: See Distribution  
FROM : PB/NSC Coordinator  
SUBJECT : Preparations for Briefings of President-elect Reagan  
(C/NF)

1. The purpose of this memo is to close the loop with regard to actions underway and/or required for subject briefings following from Saturday's Pre-Brief with the DCI and DDCI.

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2. Basic Procedure. The following points reflect how the various briefings next week will proceed:

- For the briefings of President-elect Reagan on Wednesday and Thursday of next week, the DCI will introduce each subject with a 1-2 minute statement of the bottom line/basic conclusions/key issues facing the new administration.
- Following this DCI statement he will then turn the floor over to that individual responsible for each given subject and have them provide a briefing which sketches for President-elect Reagan the key information on each subject that he needs to know in order to understand the DCI's stated conclusions.
  - In the case of the Wednesday briefing these will run about 7-10 minutes.
  - In the case of the Thursday briefing the length will vary as discussed on Saturday (Soviet Economy and NATO-Pact Balance around 10-15 minutes and the Strategic Force Balance about 20-25 minutes).
  - In the case of the Strategic Force Balance the DCI will give the briefing in addition to providing the introductory remarks.
- When the DCI arrives Monday morning (around 0715) he will provide a revised set of his introductory remarks for all subjects. These will be typed and disseminated to you ASAP so that you may ensure that the talking points you are revising are supportive of his introductory remarks.

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- For the DCI's session on Friday morning (0900-0945 in the Senate Select Committee chambers) the DCI will use his introductory remarks that were developed on Saturday (plus some to be developed on other subjects not to be covered with President-elect Reagan). Those of you who accompany him for the President-elect Reagan briefing should plan on accompanying him for this session as well. Your presence on Friday will be to answer any question that may be posed. [redacted]

### 3. Actions Required.

- Three sets of the revised talking points for all subjects are to be delivered to this office by 1200 on Monday, 17 November.
- Re graphics:
  - About 80% of the graphics have already been delivered for printing over the weekend.
  - Those new graphics which were discussed on Saturday should be prepared and delivered to this office by 1000, Monday, 17 November, so that they may be prepared and printed overnight.
  - All graphics must have been printed and delivered to us no later than 0800, Tuesday, 18 November.
  - We will then take these graphics and prepare a mock-up of President-elect Reagan's book, go over it with each of you and then with the DCI by Tuesday noon.
  - Tuesday afternoon will be dedicated to making up the books that will be used by each of the attendees at the briefings.
  - The schedule is tight but it is the only chance we have of getting it all done for Wednesday's briefing.
  - There may be some graphics that you may want to have along as backup (and not included in the briefing notebooks); we will make this determination on Tuesday morning and ensure that each of you have enough copies of those graphics that you might need to answer any questions on Wednesday and Thursday.

4. Monday Pre-Brief with the DCI. The Director has set aside most of Monday afternoon in order to work on these briefings. These sessions will take place in his office vice the DCI Conference Room and will involve only those individuals accompanying him. These will not be rehearsal sessions (he will simply review your revised talking points and discuss any questions that may come up--you must rehearse yourselves to ensure that you are able to get your message across in the time allocated). After each of your meetings with the Director it will likely be necessary to make subsequent changes in your talking points (for this reason please ensure you put your name, the date and time in the upper right-hand corner of all versions). The following schedule of sessions with the DCI is provided for planning purposes (if, as is likely, changes are necessary we will inform you as soon as possible):

Time	Subject	Briefers	
1300	Middle East Issues (Iran-Iraq War; Iran; Israel, etc.; Afghanistan)	[redacted] and Rae Huffstutler	25X1A
1400	Poland	[redacted] and Rae Huffstutler	25X1A
1430	Central America	[redacted]	25X1A
1500	Soviet Economy	[redacted]	25X1A
1530	NATO-Pact Balance	[redacted] Rae Huffstutler [redacted]	25X1A
1630	Strategic Force Balance	[redacted] Rae Huffstutler [redacted]	25X1A
[redacted]		[redacted]	25X1A

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Distribution:

[redacted]  
Rae Huffstutler  
[redacted]

cc: Bruce Clarke  
Dick Lehman  
Helene Boatner  
[redacted]

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